

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE 1. Agency Address FOR AGENCY USE **Application Number** Comptroller General Application Date Insurance Department Agents License Division Date Received **Application Number** 132 State Capitol NOV 1 6 1981 DEC 1 6 1981 **Working Title** Telephone Number 2. Person to Contact 656-2100 Assistant Deputy Walt Krygier 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. 

Dispose of present accumulation; no further accumulation anticipated. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest to date Insurance Agents License File (copy of license) 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: chronologically by license year thereum sequentially by File is arranged: Pre-Printed Number. How often are records referred to which are: 8. Monthly Reference Rate \_\_\_\_; Seven to twelve months old \_\_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_ 9. Annual Rate of Accumulation of Records \_\_\_\_; Other (specify) \_\_\_ Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; \_\_\_\_; **S**helves \_\_

YES	NO 10. Questionnaire	(Place an "X" in the proper of				-7.
	1	ial copy of the series?				
	b. Does the series	contain confidential information	on requiring	security handling? If	yes, cite law or regu	lation.
	c. Is this a vital re	cord?			·	<u> </u>
		have historical or long term res	search value?	)		
	· · · · · · · · · · · · · · · · · · ·	vo documents in the file make i		-	- ·	
		cheduled separately?		-		
	7 I	ion contained in this series ever ion contained in this series ever		••		
	If_yes, attach co	opy		· · · · · · · · · · · · · · · · · · ·	·	
	If yes, where?	cation of this series in your offi				
	i. Is this series (or	r <u>a major portion of it)</u> regularly	y microfilme	d?		
l	Ij. Does the record tetention Requirements	t series result in a computer prii ا The following requiفی		s to be kent:	<del> </del>	
	otonition redundancing	, trio ronowing regar	1103 (110 50110	, co be rept.		
a	. State Law	years.		. Audit period		years.
	. Statute of limitation			Administrative need		years.
С	. Federal law	years.	f.	Federal retention ins	tructions	years.
Δ	Attach convior excert of la	ws or regulations. Explain adm	ninistrative n	eed		
	CELLICIT COPY OF CACCIFE OF ILL	wa or regulations. Explain dom	in instructive in			
	Sq.					
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				<u> </u>		
	☐ Transfer to local holding ☐ Transfer to State Record ☐ Destroy.	area month(s) g area; hold year(s ds Center; hold ye ves for permanent retention.	s); then	(3), (1)		•
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'	rnese instructions apply to	all prior and future accumulat	ions or the s	er 1 <b>e</b> 5.		
	eka annaman anakan manankan m	emissi inganising namingan sampangan kanagangan pemingan sampa inganakan kanagan sampan sampan sampan sampan s		·		
Agend	cy Head/Designee (Signat	ture) Date	Records	Management Officer	(Signature)	Date
	my Holl	rook 11-12-8	11 Fre	el Clud	esson	11-12-81
				State Records Committ	tee (Signature)	Date
	mmendations in para-	_	7		1 1	h 00
_	12 are approved.	State Auditor/Designee	<u> </u>	my -	hamil	12-8-81
	sapproved, attach letter olanation.)	Secretary State/Designee	1 Ca	noce	Hart	12-7-8
		Attorney General/Designee	1			11-164
AR-50	-71; Rev. 76	<u> </u>	(Reverse Side)	To all		

## Application for

PAGE

GEORGIA	RECORDS DISPOSITION STANDARD	RECORDS MANAGEMENT DIVISION
l .Application Date	INSTRUCTIONS: See separate instructions for completion of	FOR RECORDS MANAGEMENT DIVISION USE
	front and reverse of this form. Sign original and two copies	Date Received Application No. Date Completed
2 Agency Application No.	and forward to Department of Archives and History, Attention:	SEP 1 4 1976 76-302 SEP 2 4 1976
	Records Management Officer.	
3 AGENCY, Division, Subdivision & Ad	,	Person to Contact
Office of Comptrolle		Charles Smith
Agents License Divis 132 State Capitol	lon	Unaries Smith  5. Working Title  6. Tel. No.
Atlanta, Georgia		Clerk II 2100
7.ACTION REQUESTED		
ESTABLISH DIS		OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED.
8.Earliest & Latest	9. Exact Series Title	
Dates of Series 1975 to date	Insurance Agents License File (Copy	of Agenta Ideans
1 0		
$^{10}\cdot$ What is the function	of the office in which this record s	eries is created?
these licenses. Exam	icenses, renewing permanent licenses, ining agents, conducting pre-hearing g agents, preparing certificates for er states.	conferences and holding formal
• 1 47 1	v Bullium of the first own soliton	introporti (1.15 in leng <b>a (11</b> 16) in tih <b>b</b> ih in lenga (1116) in tih bih in lenga (1116). Tihan
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ll. This file contains t and file arrangement	he following documents (include form ).	numbers and titles, if any,
Included are: a comp	o: Licensing insurance agents to sell uter-generated license (no form numberonologically by month.	
.o ana 112 o o .o to co	្នាយ ១៩៦ និង និង និង ម៉ាន់ ប្រែក្រុម និង ១៩៦ និង ១៩១ និង ១៩៦ និង ១៩៦ និង ១៩១ និង ១៩១ និង ១៩១ និង ១៩១ និង ១៩១ និង ១៩១	
- 1		
•	ATTACH SAMPLES OF THE FILE	

12. вопривят осспрівн	No. of Drawers	Cu. Ft. of Records		No. of	Drawers	Cu. Pt. o	f Records
Letter-size File Drawers			ARRUAL RATE OF ACCUMULATION		· · · · · · · · · · · · · · · · · · ·	10	
Legal-size File Drawers		3	Floor Space Occupied (Square Feet)	In Off	ice(s)	In Stores	e Arek(s)
Shelf Space		10		This Year's	Last Year's	Preceding Year's	All Prior Years'
N N= 11			AVERAGE DAILY REFERENCES	20	0	0	0

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	4.	PAGE *	2
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QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES NO
13. Is this the Record Copy of the series?	(k) [ ]
14. Is there a duplication of this series in another office or agency?	[ ] [x]
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.	[ ] [x]
16. Does the series contain classified information requiring security handling?	o[::]. <b>[x</b> ]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ] [x]
18. Could the function be performed if the files were lost or destroyed?	[X ] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ] [x]
20. Does the record series provide data as input to an EDP file?	[ ] <b>/[x</b> ]
21. Does the récord series contain documentation produced as EDP printout?	[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?  23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ x ] [x ]
24. REQUIREMENTS. The following requires the files to be kept 1 years:	
a.[]STATE b.[]STATUTE OF c. [AUDIT d.[]FEDERAL e.[]ADMINISTRATIVE f.[]HIST LAW DECISION VAL. (Cite Law, Statute, or other reason for the retention requirement)  Audit staff suggested this record to be created to provide audit information.	UE
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a of each -[]CALENDAR YEAR -[]FISCAL YEAR -k]OTHER 1 March (renewal period)	t the end ,then:
[ ] Hold in the current files areamonth(s)/year(s): [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; holdyear	·(s):
Destroy.  Transfer to State Archives for permanent retention.  Destroy immediately after cut-off.  XX Other: (Specify)  Cut file off at end of each rewenal period; then hold in the current files are 1 year or untilyaudit has been completed, whichever is later; then destroy.	n bil II L n.jr
State.	,
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(Indicate briefly rationale for recommendations above/or write additional rema	rks):
Date  OTHER REQUIRED SIGNATURES  OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designee in paragraph 25 X Approved Disapproved WWW. M.	9-13-24
are: Staté Auditor/Designee [ Approved [ ] Disapproved	9-22-76
STATE RECORDS Secretary of State/Designee COMMITTEE [V] Approved [ ] Disapproved Currell / Jan	9-20-76
Attorney General/Designee [Mapproved Disapproved Attorney General/Designee	9-22-76